

SENIOR INTERAGENCY GROUP (INTELLIGENCE)
INTERAGENCY GROUP/COUNTERMEASURES (POLICY)
WASHINGTON, D.C. 20505

23 September 1987

Dear Seminar Attendee:

I am pleased to inform you that you have been selected to attend the fourth annual Security Educators Seminar to be held 2-6 November 1987 at the FBI Academy, Quantico, VA. The Security Awareness and Education Subcommittee (SAES) sponsors these annual seminars under the auspices of the Personnel Security Committee, Interagency Group Countermeasures/Policy.

Past seminars have been a great success. We look forward to this year's being even better. The purpose of the seminar is to assist individuals in government who have security awareness and education responsibilities. Our goal is to provide a sound base of knowledge of relevant security subjects, to emphasize basic and advanced communications and instructional skills, and, to provide the material and know-how to establish and maintain a strong, continuing security education program.

Each day of the seminar has been topically structured to cover the areas of Objectives, Face to Face Communications, Audio-Visual Products, the Printed Word, and Putting it All Together. We will begin promptly at 8:00 a.m. daily and have also included some evening events. In addition to the instructional briefs on methodology and techniques, the agenda also includes some exceptionally impressive key note speakers.

The following is important information concerning your accommodations, meals, transportation, clearance requirements, etc.

HOTEL ACCOMMODATIONS. The FBI has arranged a block of single rooms at the Best Western Hotel in Triangle, VA., approximately seven miles from the Academy. Cost per single room is \$30.00 per night. Each attendee is responsible for contacting the Hotel at (703) 221-1181 to confirm their reservation. Check-in is after 2 p.m. and reservations will be held until 6 p.m. It should be noted that once reservations are made and confirmed, the individual's Agency will be responsible for payment in the event of a "no-show."

MEALS. Breakfast, Lunch and Dinner will be provided at no charge at the FBI Academy. Academy meal hours are as follows: Breakfast -- 6:30 - 7:45; Lunch -- 11:30 - 1:30; Dinner -- 5:30 - 7:00. On the evening of Thursday, 5 November, a very special Social and Buffet Dinner has been arranged at a cost of \$10.00 per person.

TRANSPORTATION. The FBI provides bus service for Seminar participants. Buses will depart for the Academy from the main bus lane at Washington National Airport at 4:30, 5:30 and 7:00 p.m. on Sunday, 1 November. The main bus lane is located in the center of the airport circle. Buses will display a sign reading "Quantico Academy." The Airport Travellers Aid Station inside the Airport will have current information should any problems arise.

If you arrive at Dulles Airport, you can take the Washington Flyer shuttle bus leaving every hour on the hour from Dulles to meet the Academy buses at National Airport. The one-way fare for the shuttle is \$9.00.

If you can't meet the Academy buses, Washington Flyer operates a shuttle that departs National Airport every two hours, beginning at 9:30 a.m. and every hour between 5:30 and 9:30 p.m. with service to the Academy. The Washington Flyer is located on the north side of the Main Terminal past United Airlines. The one-way shuttle fare is \$14.50.

One-way taxi service from National Airport is approximately \$50.00.

The Academy will provide shuttle service back to National Airport after the Seminar concludes early Friday afternoon.

Transportation will be provided from the Academy to the Best Western Hotel.

DIRECTIONS TO THE ACADEMY: The FBI Academy is located approximately 40 miles south of Washington, DC off I-95, at Quantico, VA. A map is provided for your convenience. The sign on I-95 identifying the exit for the FBI Academy reads "Marine Corps Base Quantico, Exit 49." Turn right at the end of the exit ramp onto Russell Road. The distance to the Academy from I-95 is approximately five miles.

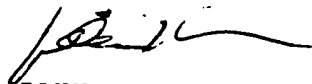
DIRECTIONS TO THE BEST WESTERN HOTEL: The Best Western Hotel is located in Triangle, VA (Exit 50, I-95). A map is enclosed for your convenience.

CLEARANCE CERTIFICATION. Your attendance at the Security Educators Seminar requires a collateral SECRET clearance. There are no special accesses required. Each attendee should ensure their Department or Agency certifies the security clearance to the SAES sponsor no later than 15 October 1987.

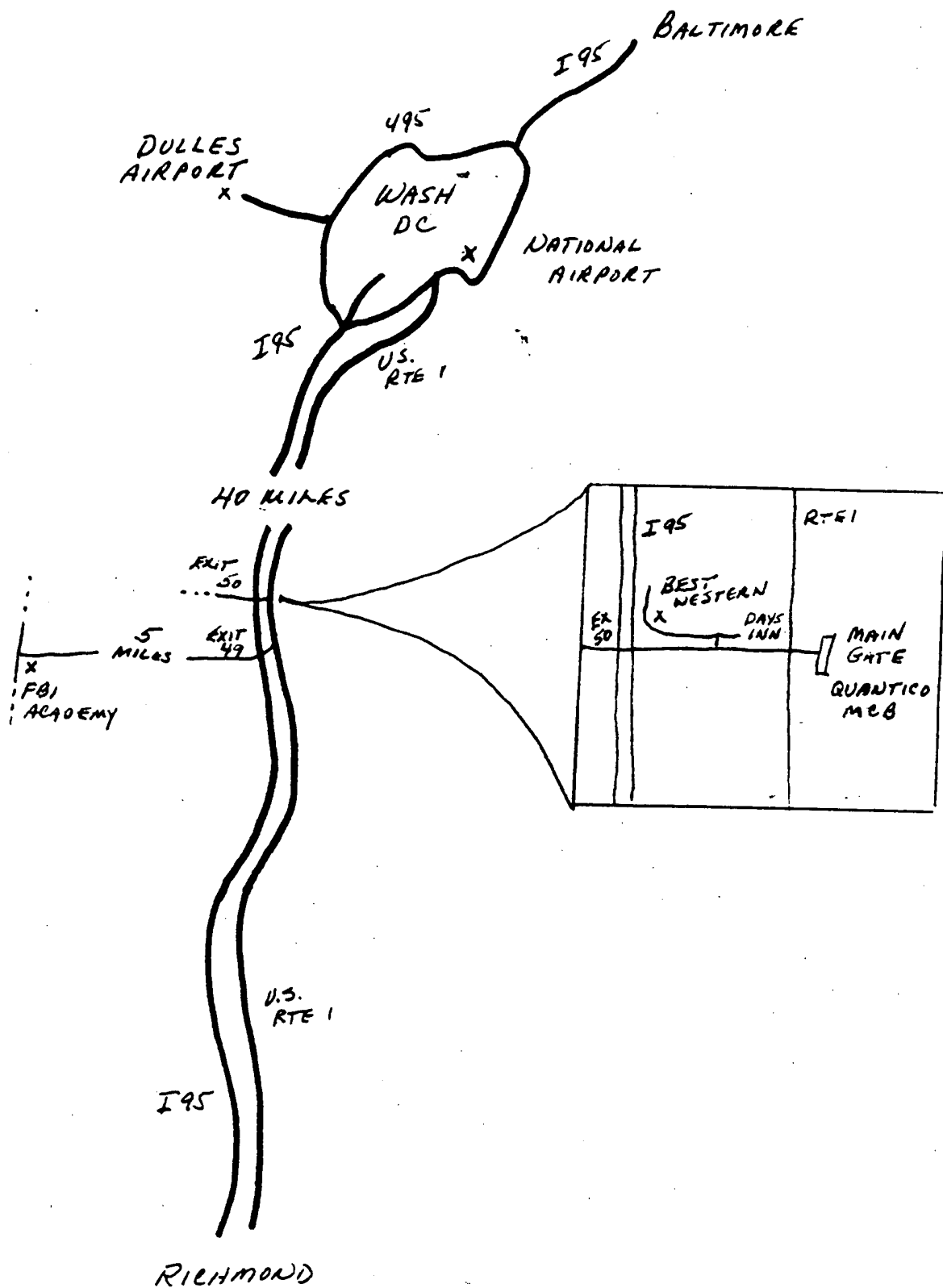
ARRIVAL. If you plan to stay at the hotel, we encourage your arrival on Sunday afternoon/evening. In-processing for badges, agenda, handbooks, etc., will be conducted at the Best Western Hotel between the hours of 6:00 p.m. and 9:00 p.m. Attendees arriving Monday morning should report directly to the Main Lobby of the FBI Academy Administration building.

If you have questions regarding the above, we recommend you contact your Agency representative on the Security Awareness and Education Sub-Committee.

Sincerely,

A handwritten signature in dark ink, appearing to read 'J. Miller', with a stylized flourish at the end.

JOHN MILLER
Chairman, SAES



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